

****Created for accessibility and to inform the team of the necessary information when requesting to deprecate a macro.**

Filling out Macro Form

1. Access Macro request form [here](#).
2. Answer questions:
 - a. Request type: **Deactivate macro**.
 - b. Is this part of a new feature release? Answer **Yes** or **No** accordingly.
 - c. Related project: **Task #**.
 - d. Select the Pillar that is related to this CR. If this is platform-specific, select **Other**.
 - e. Select the platform: **Select accordingly from list**.
 - f. Select the FastDesk domain where this macro should be active on: **Both**.
 - g. Select the channel this macro is intended for: **Both**.
 - h. Is this a macro for internal use (e.g. routing)? **No**.
 - i. Explain/name your request: **Title or name of CMS object and Task #**.
 - j. Suggested Priority Level: **Low**.
 - k. Explain further (Why do you need this?): **Title or name of CMS object and Task #. Included date of translation if known**.
 - l. CR Link. Attach link of CMS object.
 - m. Existing macro link. Leave blank.
 - n. Existing macro title: **Title**.
 - o. Leave the next three boxes blank.
 - p. Check the box before submitting the form - **Check box**.
 - q. Click **Request macro**.